



**A meeting of the FINANCE & GOVERNANCE COMMITTEE of the PARISH COUNCIL was held at the Brokeridge Centre on Thursday 11<sup>th</sup> November 2021 at 7.00 pm and was attended by the following:**

Chairman: Cllr D. Williams

Parish Councillors: Cllr T. Clark, Cllr T. Niblett, Cllr L. Williams, Cllr A Pullen, Cllr M. Hemmings

Officers: Mrs M Phippen (RFO/Minute Taker), Mrs L Squire (Clerk/CEO)

ITEM	MINUTE								VOTE / ACTION
<b>F&amp;G 22.015</b>	<b>APOLOGIES FOR ABSENCE</b>								
	Apologies were received from Cllr Semenenko and were noted.								
<b>F&amp;G 22.016</b>	<b>DECLARATIONS OF INTEREST and DISPENSATIONS</b>								
	None received.								
<b>F&amp;G 22.017</b>	<b>APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING</b>								
	IT WAS RESOLVED: that the minutes of the meeting of 14 <sup>th</sup> October 2021 be approved as a true and accurate record of the meeting and be signed accordingly.								Proposed: DW Seconded LW All in favour
<b>F&amp;G 22.018</b>	<b>OPEN MEETING</b>								
	No members of public were present								
<b>F&amp;G 22.019</b>	<b>PAYMENTS FOR APPROVAL / INCOME</b>								
<b>i.</b>	<b>Payments for approval</b>								
	<b>Ref:</b>	<b>Payee</b>	<b>Invoice /Acct.</b>	<b>Description</b>	<b>Net</b>	<b>Vat</b>	<b>Gross</b>	<b>Power to Spend</b>	All in favour
	0111	CJH Energy Assessors	927	Legionella checks	50.00	-	50.00	Public Health Act 1936 ss 221,222,223 and 227	
	0211	IONET	30580	Cllr Chrome Book set up	82.00	16.40	98.40	LGA 1972, S.111	
	0311	Kingfisher Direct	0001428511	6 Sentinel Park Bins	3,425.16	685.03	4,110.19	Litter Act 1983, 5 and 6	
	0411	Trade UK	1194497179	Estates Supplies	18.25	3.65	21.90	LGA 1972, S.111	
		Trade UK	1195750870	Estates Supplies	19.92	3.98	23.90	LGA 1972, S.111	

	Trade UK	1194230830	Estates Supplies	15.39	3.08	18.47	LGA 1972, S.111
	Trade UK	1194230822	Estates Supplies	53.16	10.64	63.80	LGA 1972, S.111
	Trade UK	1194497160	Estates Supplies	75.42	15.08	90.50	LGA 1972, S.111
	Trade UK	1197228764	Estates Supplies	22.40	4.48	26.88	LGA 1972, S.111
0511	Plot 10(b)		Deposit Return	100.00	-	100.00	LGA 1972, S.111
0611	David Ogilvie Engineering Street Furniture	187214	The Park play area frog bin	849.00	169.80	1,018.80	Litter Act 1983, 5 and 6
0711	Greenfields Garden Services Ltd	51721	Play area inspections	90.00	18.00	108.00	LGA 1972, S.111
0811	IONET	30593	3 Yr. Carepack and config/deployment of Chrome book	82.00	16.40	98.40	LGA 1972, S.111
<b>Money Transfers</b>							
	Internal Transfer					-	LGA 1972, s.111

<b>ii.</b>	<b>Direct Debits/BACS October</b>						All in favour
	<b>Payee</b>	<b>Description</b>	<b>Amount</b>	<b>Power to Spend</b>			
	Everflow Water	Water & Sewerage	111.13	Public Health Act 1936, s125			
	British Gas Lite	Electricity BC	78.36	LGA 1972, s.111			
	Crown Gas & Power	Gas BC	286.70	LGA 1972, s.111			
	EON	Electricity Pav. D/S	-	LGA 1972, s.111			
	Opus	Electricity Pav. U/S	27.59	LGA 1972, s.111			
	SGC	Business Rates	-	LGA 1972, s.111			
	Onecome	Redcare Alarm	25.70	LGA 1972, s.111			
	Lloyds Credit Card	Credit Card Purchases	780.61	LGA 1972, s.111			
	PWLB	Loan	-	-			
	Avon Wildlife Trust	Subscription	-	LGA 1972, s.111			
	Outsource Safety	H & S	196.80	LGA 1972, s.111			
	Business Waste	Waste BC	56.34	Litter Act 1983, ss 5,6			
	02	Staff Mobile	14.40	LGA 1972, s.111			
	SGC	Staff Salaries	8017.00	LGA 1972, s 112			
	HMRC	PAYE	2116.91	LGA 1972, s 112			
	Local Government Pension Scheme	Pension Contributions	2237.49	LGA 1972, s 112			
<b>Genie Point October</b>							
	<b>Date</b>	<b>Duration (mins)</b>	<b>Energy (KWH)</b>	<b>Connection Fee</b>	<b>£ Cost</b>		
	06.10.21	39	13.6	1	5.08		
	04.10.21	33	10.2	1	3.06		
	13.8.21	31	15.2	1	5.56		
	11.10.21	49	13.7	1	4.11		

	15.10.21	24	7.6	1	3.28	
	18.10.21	52	12	1	4.60	
	25.10.21	49	11.2	1	4.36	
	26.10.21	45	16.9	1	6.07	
	29.10.21	52	11.6	1	4.48	
<b>Petty Cash October</b>						
					<b>Balance B/F</b>	
					<b>167.15</b>	
	Trsf. From Current Acct. to Petty Cash					<b>100.00</b>
	02.10.21	Scarecrow Prize		(11.00)		
	20.10.21	Xmas Event Prize		(17.85)		
	25.10.21	Diary		(1.99)		
	12.10.21	Stixal		(29.94)		
	28.10.21	Batteries		(4.90)		
	<b>Total Payments</b>			<b>(65.68)</b>		
	<b>Balance C/F</b>					<b>201.47</b>
<b>iii.</b>	<b>Income received</b>					
	<b>Payee</b>	<b>Current Account</b>		<b>Deposit Account</b>		All in favour
	Cheques	211.53				
	Cash	100.00				
	VAT REPAY	17,186.22				
	Various Allotment Rent			780.87		
<b>iv.</b>	<b>Bank balances</b>					
	Balance on bank account – Current Account as of 31 <sup>st</sup> October 2021			£66,283.72	All in favour	
	Balance on bank account – Deposit Account as of 31 <sup>st</sup> October 2021			£361,699.64		
	Balance on CCLA Deposit Fund as of 31 <sup>st</sup> October 2021			£100,000		
	Balance on Nationwide BS as of 31 <sup>st</sup> October 2021			£100,000		
	Balance on The Cambridge BS as of 31 <sup>st</sup> October 2021			£100,000		
<b>F&amp;G 22.020</b>	<b>CASH BOOK FINANCIALS/BANK RECONCILIATIONS</b>					
	The RFO presented all Cashbooks and Reconciliations for all bank accounts for October with no issues. IT WAS RESOLVED that the Cashbooks and Reconciliations for October be approved.					All in favour
<b>F&amp;G 22.021</b>	<b>POLICY</b>					
	A draft update of the Councils' Employers Pension Discretion Policy had been circulated to all for consideration. IT WAS RESOLVED that the revised Employers Pension Discretion Policy be approved.					All in favour
<b>F&amp;G 22.022</b>	<b>ALLOCATION OF COMMUNITY INFRASTRUCTURE LEVY(CIL) FUNDING TO THE CLIMATE &amp; NATURE COMMITTEE</b>					
	The budget working group met on 1 <sup>st</sup> November 2021 and made a recommendation to vire Ear Marked Reserves to the Climate and Nature Committee to fund general enhancements.  IT WAS RESOLVED TO recommend to Council: <ul style="list-style-type: none"> <li>To allocate £10,000 CIL 2019/2020 to the Climate &amp; Nature Committee to fund general enhancements.</li> <li>The committee's Terms of Reference be amended to reflect the delegation of power to spend up to the budgeted amount and the Councils' Financial Regulations be amended to reflect the delegation of power to the Climate and Nature Committee.</li> </ul>					Proposed: DW Seconded .LW All in favour

<b>F&amp;G 22.023</b>	<b>MIN CN/2021/22 REQUEST FROM THE CLIMATE &amp; NATURE COMMITTEE TO UTILISE SOLAR COMMUNITY BENEFIT EARMARKED RESERVES</b>	
	IT WAS RESOLVED: to vire £2,000 from the Solar Community Benefit Earmarked Reserve to the Commemorative Bug Hotel Ear Marked Reserve for delegation to spend by the Climate & Nature Committee to fund the commissioned work by Andy O'Neal, Wild Wood Carving.	All in favour
<b>F&amp;G 22.024</b>	<b>PURCHASE LEDGER SOFTWARE</b>	
	The RFO had investigated the advantages and disadvantages to the Council of adding the purchase ledger module to the RBS Accounting System and found it to be more advantageous to add the module and requested the committee to purchase the software.  IT WAS RESOLVED to purchase the software at a total cost of £538 + VAT and Annual Support for up to 5 user Licence of £143 + VAT per annum.	Proposed: DW Seconded MH All in favour
<b>F&amp;G 22.025</b>	<b>2021/22 BUDGET REVIEW</b>	
	The budget working group reviewed the budget for 2020/21 and IT WAS RESOLVED to RECOMMEND the changes specified in the notes to Council ( <i>A copy is attached at appendix 1</i> )	All in favour
<b>F&amp;G 22.026</b>	<b>2022/23 DRAFT BUDGET</b>	
	The budget working group presented a draft budget for 2022/23 to the Committee for appraisal. It was noted that the Staffing Committee was yet to consider its budget for 2022/23 and that some utility costs and contracts were still under investigation. It was also noted that the tax base rate would be decided by SGC early in December.  The budget for 2022/23 would be considered at the December meeting of this Committee for Recommendation to Full Council for final approval.	
<b>F&amp;G 22.027</b>	<b>DATE OF NEXT MEETING</b>	
	IT WAS RESOLVED that the date of next meeting be Thursday 9 <sup>th</sup> December 2021, 7pm, at the Bockeridge Centre.	
	<b>ITEMS FOR FUTURE AGENDA (not already in these minutes):</b>	
	<ul style="list-style-type: none"> <li>• Covid 19 Memorial plaque policy 2021</li> <li>• Covid 19 Circular Tree Guard quotations for approval</li> <li>• Internal Auditors Report</li> <li>• Investment of funds with Triodos Bank</li> </ul>	

The meeting closed at 7.49 pm.

Chairman .....

Date: .....

SGC – South Gloucestershire Council

PC – Parish Council

## *Appendix 1*

### Notes of the remote meeting held on the zoom platform of The Budget Working Group on 1<sup>st</sup> November 2021 at 1pm

**In Attendance:** Councillors D Williams, T Niblett and T Clark

**Present:** Linda Squire (Clerk/CEO), Margarita Phippen (RFO) and Kim Jefferies (Projects & Support Officer)

#### **Budget 2022/23**

It was agreed that items 1,2,9 and 14 were future projects awaiting comprehensive planning and therefore budgets would be allocated when more investigations had taken place:

1. **Tennis Courts** - a multi-use court is proposed as a future project
2. **Defibrillators** – it was agreed that a future working group should establish a need/area for more and that the first responder is consulted (Geoff Bell)
3. **Water irrigation system** - £10,000 already allocated in EMR along with any surplus from the PIP funds be used to fund this project in 2022/23
4. **Security Provisions** – it was agreed that EMR funds of £15,000 – no revenue budget is required for 2022/23
5. **C & N Committee** be allocated CIL 19/20 EMR funds of £10,000 for general enhancements. It was agreed that F & G on 11<sup>th</sup> November should consider the required changes needed to C & N Terms of Reference to allow for delegation of spend up to £10,000.
6. **Air source Heat pump** – it was agreed to only proceed with this project if the funds already secured with SGC (NHB homes) are still available when quotations are received and costs are known.
7. **Community Support Revenue Budget** – it was agreed to add £500 to support ‘Community Awards’ in April
8. **Community Support Revenue Budget** – it was agreed to add £500 to support ‘Happy to Chat’ weekly get togethers proposed.
9. **Youth Premises** – it was agreed that as the project was in its infancy that funding from ‘Property Building Fund’ would be used if the project gained momentum
10. **Website/IT Provision** - It was agreed to raise the Revenue Budget to £6000 to provide the Communications Officer with a budget to increase the Councils’ social media coverage.
11. **Play Equipment Fund** – It was agreed to change the Revenue Budget to an overall ‘play equipment fund’ and add a Revenue Budget of £10,000 for 2022/23
12. **Lift** – It was noted that the Pavilion working group would relook at this at its next meeting on 4<sup>th</sup> November and that if a lift is progressed that the ‘Property Building’ fund be used to fund this along with any grant funding that can be secured
13. **Electric Charging Point, The Brockeridge Ctr** – It was agreed to progress with an electric charging point (for the Councils’ van only). EMR budget of £1,000 be established and vired across from EMR Solar Income.
14. **Pathway around The Park** – it was agreed to progress with a full feasibility study at a future date
15. **Salaries** – The Staffing Committee will recommend an agreed amount and, in the meantime, the RFO in November will provide current up to date salaries, NI and Pensionable revenue budgets to include a NALC suggested % for interim staff and possible public sector pay rise in 2022/23

Recommendations that the following virements 2021/22 are made to fund actual year to date costs incurred:

- **5000** from 4095/104 to 4264/105
- **1,476** from 4096/104 to 4118/306
- **1,333** from 4096/104 to 4119/306
- **720** from 4096/104 to 4150/401
- **720** from 4096/104 to 4150/305
- **47,700** from 4000/101 to 4014/103

Ear Marked Reserves

- **6000** from 327 to 336
- **10,000** from CIL 2019/20 to be utilised by the C & N Committee for General Enhancements

The meeting ended at 3.15pm